



# NEW JERSEY DEPARTMENT OF CHILDREN AND FAMILIES

## Policy Manual

Manual:	OOE	Office of Education	Effective Date:
Volume:	1	Office of Education	
Chapter:	A	Office of Education	Revised
Subchapter:	1	Office of Education	Date: 6/9/2021
Issuance:	35	<b>Operational Contingency Plan</b>	

### Purpose:

This issuance establishes policy and procedure to ensure all DCF Regional School staff are notified and have an assigned alternate work location in the event normal school operations are disturbed when a Regional School building is rendered unable to open or remain open.

### Policy:

All DCF Regional Schools shall be open per the established academic calendar, and staff report to work at their usual assigned starting time. In the event, a DCF Regional School(s) is unable to open or remain open, all staff shall be notified about the change in the normal operations of the DCF Regional School(s) and have a predetermined alternate work location to which they shall report.

### Procedures:

1. On an annual basis, the Supervisor of Educational Programs (SEP) or designee shall compile a list which contains the names and job titles of all employees and the alternate work site to which each employee shall report in the event that the DCF Regional School(s) is unable to open or remain open for any reason.

- a. The completed OOE-I-A-1-35 ATT1 Alternate Work Location Contingency Plan shall be submitted to the Deputy Director/Operations Manager by October 1 of each calendar year.
2. The SEP and the Deputy Director/Operations Manager shall determine the necessity to close a DCF Regional School and implement the Alternate Work Location Contingency Plan contained within this policy.
  - a. The Deputy Director/Operations Manager, OOE shall be immediately notified by telephone by the SEP of the decision to implement these procedures:
    - i. In the absence of the Deputy Director/Operations Manager; the Building Maintenance Service Specialist I shall be notified.
  - b. An Unusual Incident Report (UIR) shall be completed through NJSPIRIT by the SEP or designee, if warranted.
  - c. The SEP or designee shall telephone each alternate work site to inform them about the DCF Regional School closing and electronically communicate to each alternate work location's SEP the current Alternate Work Location Contingency Plan indicating the names and job titles of each employee scheduled to report to the alternate site.
  - d. The SEP or designee shall have access to emergency contact information and notify all parents and responsible caregivers of the situation and how it will affect the student's school day.
  - e. A student's Local Education Authority (LEA) shall only be notified when:
    - i. An LEA provides a student's transportation, or
    - ii. The student's attendance at a scheduled inclusion activity at a LEA's school is affected by the implementation of the contingency plan.
3. The DCF OOE shall report the closing of a DCF Regional School to the DCF Commissioner's office and the DCF Office of Public Information.

**Forms and Attachments:**

- [OOE-I-A-1-35 Att1](#), Alternate Work Location Contingency Plan

**Policy History:**

- Updated 6/7/2021
- Updated 2/20/2001
- Created